

## Perkins Online Grants Requirements

### **Positions**

- Three year rule: salaries must only be charged to Perkins for three years. If you are using the funds to accommodate Special population's students within your programs then this rule may be extended to some extent but only if this position changes with the needs of the students and is not a permanent assistant or second teacher in a program.
  - 3 year rule on positions paid for with Perkins funding:
    - o exceptions to the three year rule;
      - ☐ Non traditional placement coordinators
      - ☐ True special pops positions
    - o Positions required to follow the rule:
      - ☐ Academic teachers, including Plato administrators
      - ☐ JMG positions
      - ☐ Accuplacer positions

Definition (excerpted from Perkins Act 2006).—the term 'special populations' means—

“(A) individuals with disabilities;

“(B) individuals from economically disadvantaged families, including foster children;

“(C) individuals preparing for non-traditional fields;

“(D) single parents, including single pregnant women;

“(E) displaced homemakers; and

“(F) individuals with limited English proficiency.

### **Equipment**

Equipment	Equipment is defined as “an article of nonexpendable, tangible personal property having a useful life of more than one year. Equipment with a purchase price limitation of \$1,000 or more must be accounted for and controlled in accordance with the provisions of Maine State Administrative & Accounting Manual ( <a href="http://www.maine.gov/osc/admin/saam.shtml">http://www.maine.gov/osc/admin/saam.shtml</a> ) and OMB Unied Grant Guidance Part E §200.313 ( <a href="http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1439">http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1439</a> ). Minor equipment lists should be kept for equipment costing less than \$1000 with a useful life equal to or longer than one year.
Inventory and Labeling of Perkins Equipment	The local school district must inventory any equipment purchased with Perkins funds. (See Equipment Guidance on the online grant application and <a href="http://www.maine.gov/doe/cte">www.maine.gov/doe/cte</a> ) In addition, all equipment must be marked with a permanent marker indicating grant source, year of purchase, school name and program area.
Equipment Shared with Disciplines other than CTE	The primary use of equipment purchased with Perkins funds should be utilized by CTE students who are enrolled in courses from one of the CTE program areas. When the needs of the CTE students are fully met the equipment can be used by non CTE students.

### **Facilities**

Facility Construction or Remodeling	Renovation of the school facility cannot be funded by the Perkins grant. However, equipment required to startup or upgrade CTE programs is allowable.
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### **Promotional items**

CTE Program Promotional Items	Perkins funds cannot be used to purchase items such as mugs, T-shirts, pencils etc. to promote CTE programs.
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### **Obligating funds**

To Obligate the Expenditures:	The grantee must obligate or encumber all Perkins funds prior to June 30 of the current grant year. No extensions are allowable beyond that date. Encumbered funds must be liquidated within 3 months of the end of year. Encumbrances must be a contract, a formal and binding memorandum of agreement or a purchase order.
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## **CTSO costs**

CTSO costs	<p>Grant funds can be spent on</p> <ul style="list-style-type: none"><li>• leadership workshops</li><li>• curriculum development</li><li>• advisors</li><li>• Field/Laboratory work and activities of students at skill competitions and conferences</li><li>• conferences in which the primary purpose is to disseminate technical information</li><li>• support of student CTE organizations that are an integral part of the CTE instructional program and part of a larger program to serve special pops or nontrad students</li></ul> <p>Grant funds <b>cannot</b> be spent on</p> <ul style="list-style-type: none"><li>• social assemblage and social conventions</li><li>• dances or other recreational activities</li><li>• purchase of items for students personal ownership</li><li>• purchase of awards</li><li>• Payment of membership dues</li></ul> <p><input type="checkbox"/> All travel costs including meals, mileage and lodging must follow the State of Maine guidelines for allowable costs and adhere to the Federal amounts allowed per state and county. Meal and lodging expenses are the per diem rates established by the United States General Services Administration. Further guidance can be found at <a href="http://www.maine.gov/osc/travel/travelfaq.shtml">http://www.maine.gov/osc/travel/travelfaq.shtml</a>.</p>
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## **Additional Grant requirements**

- **Common evaluation tool- contact Shawn Collier**
  - Maine Department of Education requires that each school develop a program evaluation tool to review all CTE programs within the local school on an annual basis. You will need to submit a sample of the tool you are using this year to Shawn Lagasse .
- **Mandatory program advisory responsibilities- Contact Shawn Lagasse**
  - All grantees are to establish an advisory board/committee to serve in an advisory capacity. The required membership and meeting requirements can be found in State Statue 20-A, Chapter 313
  - PAC meets at least annually
  - Membership must include teachers, business and industry partners, secondary and postsecondary constituents, students and other interested stakeholders
  - Review current curriculum, suggest and approve changes to curriculum and course offerings and provide feedback on the success or failures of each program
  - Review current program assessments to ensure that the technical skills required for the program are assessed and have a third party endorsement.
  - Conduct a comprehensive examination of the standards guiding the programs and the assessments to be used to determine technical skill attainment (national skills standards, state standards, or locally developed standards).
  - Develop or review a plan to move the program to nationally recognized technical skills standards and assessments where they exist or state certifications/licensure.
- **School review- staff contribution by participating Maine review schools- Contact Shawn Collier**
  - Schools that choose to be reviewed using the Maine Department of Education Comprehensive School Review (CSR) process are required to provide a pre-determined percentage (now number) of staff per year to participate in the review of other CTE schools. In order to receive Perkins IV funds schools must participate in either a NEASC review or CSR. (Schools that have seven or less MDOE approved CTE programs will be required to send one volunteer a year, schools that have 8 or more MDOE approved CTE programs will be required to send two volunteers a year, schools that have over 20 programs will need to negotiate a number of volunteers per year with the CTE state director. )
- **Programs of Study-Contact Nigel Norton**
  - Perkins legislation now requires that each Local Recipient develop and implement at least one Program of Study. A program of study is a planned sequence of courses that integrates high quality core academic knowledge with technical and occupational skills and knowledge. Programs of study lead to an industry recognized credential or certificate at the secondary or postsecondary level, or a postsecondary associate or baccalaureate degree.
  - By the end of FY17 CTE Schools will be required to have a signed POS for 50% of their programs.
  - CTE Directors are responsible for obtaining the signatures of the sending high school principals. (see required signatures below)

- **Apprenticeship- Contact Shawn Lagasse**
  - Secondary-Expand pre-apprenticeship opportunities
    - Require that each secondary CTE school make students aware of Pre-apprenticeship opportunities
    - Require that each CTE school have contact with MDOL Pre-apprenticeship program representative each school year
  - Postsecondary- expand apprenticeship opportunities
    - Require that each Postsecondary CTE school make students aware of apprenticeship opportunities
    - Require that each Postsecondary CTE school have contact with MDOL apprenticeship program representative each school year
- **Budget adjustments**
  - The year-end financial will now allow a very small deviation within activity budgets without a budget adjustment (10% or \$500, whichever is smaller). This allows a school to do slight changes between salaries and benefits if needed.
- **MACTE set a side**
  - Dollars to pay for the MACTE percentage or for the website development fee need to be taken as part of the allowable 5% admin section and recorded in the Administration Plan section
- **Time and Effort salary reporting for Perkins grant positions**
  - If you are splitting a positions salary and paying with both federal grant funds and other types of funding you will need to be keeping time and effort records for those employees as required by OMB Unified Grant Guidance §200.430 (Can also be found at: [http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200\\_1439](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1439) )
- **Submitting the grant**
  - Make sure you enter your data on the data menu and hit update and then use the blue bar at the top to go to the submission menu. You will need to enter your pin on each section to submit.
- **Limitation for Certain Students**
  - "SEC. 315. LIMITATION FOR CERTAIN STUDENTS.
    - "No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by such students"
- **CTE Expenses Previously Paid by the Local School District: SUPPLANTING**
  - Use of Perkins funds to pay for any expense that was previously paid by the local school district is considered supplanting. This may include: salaries, textbooks, stipends etc.
    - "SEC. 311. FISCAL REQUIREMENTS.
      - "(a) SUPPLEMENT NOT SUPPLANT.—Funds made available under this Act for career and technical education activities shall supplement, and shall not supplant, non-Federal funds expended to carry out career and technical education activities and tech prep program activities.
- **Live Work, Cooperative Agreement Review**
  - The secondary grantees are also required to hold advisory meetings and review and approve their live work policy and cooperative agreement yearly. Documentation of this review and approval in the advisory meeting minutes will meet this requirement. This should be entered in the CAC tool.

### Required Signatures for all Articulation Agreements

<u>Articulation Agreement</u> (CTE secondary to post-secondary)	<u>Program of Study</u>	<u>Enhanced Articulation</u> (formerly Enhanced)
Signed annually	Signed every third year	At the request of either party
Postsecondary Academic Dean	Postsecondary College President	Postsecondary System-wide President
Postsecondary Department Chair or articulation facilitator	Postsecondary Academic Dean	Postsecondary System-wide Chief Academic Officer
Postsecondary Program Instructor	Postsecondary Department Chair or articulation facilitator	Secondary CTE Director
Secondary CTE Director	Postsecondary Program Instructor	Secondary CTE administrating superintendent (for Centers)
Secondary CTE instructor	Secondary CTE Director	
	Secondary CTE instructor	
	Secondary sending school administrator/principal- (all who are assigned to the CTE school)	